



EMPLOYEE INFORMATION SHEET
2008 New Employee Orientation

Welcome to the City of Milwaukee! As a new employee, you have been scheduled to attend the following *New Employee Orientation* session. If you need to reschedule or cancel your registration to the session listed below, let your Supervisor know.

DATE:	
TIME:	8:30 am - 12:30 pm <i>Please arrive a few minutes early as the session begins promptly at 8:30 am.</i>
LOCATION:	Room 303 Conference Room, 3 rd Floor of City Hall, 200 E. Wells Street <i>(unless otherwise noted at bottom of this form)</i>
PARKING:	PARKING IS NOT PROVIDED. It is recommended that you get a ride or park in a nearby parking structure - <u>at your own expense</u> . Due to the City Hall restoration project, parking around the City Hall complex is very limited, and only one-hour meters are available in the area. For more information about driving directions and parking, go to our website, http://www.milwaukee.gov/der , to the link that says, "Click here for directions."
REFRESHMENTS ARE NOT PROVIDED, however, you are welcome to bring your own. A cafeteria is located in the basement of the Frank P. Zeidler Municipal Building (<i>open at 7:00 am</i>) if you wish to purchase a beverage for Orientation (<i>juice, hot chocolate, coffee, soda, water, etc.</i>). There will be a 20-minute break and a 5-minute stretch break during the Orientation session.	

WHAT TO EXPECT: At this session you will learn about City government, your responsibilities as a City employee, the personnel policies of the City, and the various benefits the City offers to you. You will also be asked to fill out a number of applications and forms.

WHAT TO BRING WITH YOU TO ORIENTATION:

- ☐ Ballpoint pen (*black ink only*)
- ☐ City start date
- ☐ Social Security Card (*for purposes of Pension enrollment*)
- ☐ Your spouse's Social Security Number and date of birth (*if married*)
- ☐ Names, addresses and birth dates of your designated beneficiaries

I-9 FORM AND EMPLOYMENT PHYSICAL:

By now, you should have already completed an "I-9" (Immigration Reform and Control Act) form and had a pre-employment physical examination. Both are required as conditions of employment. Call the Department of Employee Relations at 286-2946 immediately if you have not completed either or have any questions.

QUESTIONS ABOUT NEW EMPLOYEE ORIENTATION:

Please call Tim Keeley, Department of Employee Relations, at 286-8154 (or email to: tkeeley@milwaukee.gov).

REGARDING CITY I.D. PICTURES:

Your department will schedule you to have your ID picture taken, *if required for your position*.

REMAINING 2008 NEW EMPLOYEE ORIENTATION SCHEDULE:

Monday, June 9, 2008	** Monday, October 27, 2008
Monday, June 23, 2008	Monday, November 10, 2008
Monday, July 7, 2008	Monday, November 24, 2008
Monday, July 21, 2008	Monday, December 8, 2008
Monday, August 4, 2008	
Monday, August 18, 2008	
Tuesday, September 2, 2008	* Room B-1, (basement of City Hall)
* Monday, September 15, 2008	** Room 301-A (3 rd floor of City Hall)
** Monday, September 29, 2008	
** Monday, October 13, 2008	